

EEO Public Inspection File Report  
South Carolina Educational Television Commission  
1041 George Rogers Blvd., Columbia, SC 29201

Stations WRLK and WLTR (FM)

**RECRUITMENT SUMMARY FOR THOSE INTERVIEWED FOR POSITIONS FILLED**

August 01, 2018 through July 31, 2019

Agency Title: ETV Agency Code H67

<b><u>Title</u></b>	<b><u>Date Posted</u></b>	<b><u>Date Hired</u></b>	<b><u>Recruitment Sources for Interviewees* Source for Hire</u></b>	<b><u>Total Interviewed</u></b>
Technical Operations Manager	10/25/2017	7/2/2018	OWS(2); IP(1); Media(1); SCSWS(1); [Hire = IP]	5
TV Engineering Technician III	11/30/2017	7/5/2018	OWS(3); SCSWS(1); [Hire = OWS]	4
Account Specialist/AR/Assets	4/19/2018	7/17/2018	SCSWS(3); [Hire = SCSWS]	3
Field Engineer	5/4/2018	8/17/2018	SCSWS(2); Other(1); [Hire = Other]	3
K-12 Trainer	5/24/2018	8/2/2018	OWS(1); SCSWS(1); Other(3); [Hire = SCSWS]	5
Account Specialist/AP and Purchasing	4/19/2018	7/17/2018	OWS(2); ETVWS(1); [Hire = ETVWS]	3
Trades Specialist IV	7/12/2018	9/4/2018	ETVWS(2); SCSWS(1); [Hire = ETVWS]	3
Vertical Assets Manager	7/13/2018	8/17/2018	IP(1); [Hire = IP]	1
Director of IT	7/13/2018	11/6/2018	OWS(2); IP(2); SCSWS(6); Other(2); DEW(1); [Hire = SCSWS]	13
Administrative Coordinator I	8/10/2018	9/2/2018	IP(1); [Hire = IP]	1
Engineering Maintenance Technician III	3/30/2018	11/19/2018	OWS(3); IP(1); SCSWS(4); Other(1); [Hire = SCSWS]	9
VP of Marketing, Communications & Development	9/27/2018	2/4/2019	IP(1); ETVWS(1); SCSWS(1); Other(2); [Hire = Other]	5
Vice President of Educational Services	11/2/2018	1/3/2019	SCSWS(2); Other(1); [Hire = Other]	3
Director of Finance	11/20/2018	1/2/2019	SCSWS(3); [Hire = SCSWS]	3
Systems Programmer/Developer II	11/30/2018	1/17/2019	OWS(1); IP(1); Other(1); [Hire = IP]	3
Morning Edition Local Host	12/3/2018	2/4/2019	OWS(3); Coll(); IP(1); Media(); ETVWS(); SCSWS(); Other(1); SCBA(); End(); [Hire = Other]	5
Transmitter Supervisor	1/4/2019	3/4/2019	OWS(1); Other(1); SCBA(1); [Hire = Other]	3
Upstate Multi-Media Reporter	11/21/2018	3/25/2019	OWS(2); SCSWS(1); Other(1); [Hire = OWS]	4
*REPOSTING* Tower Technician	12/18/2018	3/4/2019 & 3/18/2019	OWS(1); Media(1); End(1); [Hire = OWS & Media]	3
Field Engineer	01/16/2019	3/4/2019	OWS(1); ETVWS(1); [Hire = ETVWS]	2
Microwave System Manager	1/16/2019	2/18/2019	IP(1); [Hire = IP]	1
Director of Communications	2/22/2019	4/2/2019	OWS(2); ETVWS(1); Other(1); [Hire = Other]	4
Director of Training & Research	2/25/2019	4/17/2019	IP(2); Other(1); [Hire = Other]	3
IT Security Specialist/Analyst I	2/14/2019	6/11/2019	OWS(2); IP(1); Media(2); SCSWS(1); Other(3); [Hire = Other]	9
Microwave Technician	3/25/2019	5/21/2019	OWS(1); ETVWS(2); [Hire = ETVWS]	3
Trades Specialist V	4/2/2019	4/17/2019	IP(1); [Hire = IP]	1
Trades Specialist IV	04/18/2019	5/20/2019	OWS(1); Other(1); [Hire = Other]	2
Multi-Media Reporter	8/3/2018	NA	SCSWS(1); Other(2)	3
Corporate Sponsorship Sales Assistant	08/02/2018	NA	SCSWS(2)	2
VP of Educational Services	06/13/2018	NA	IP(2); SCSWS(2); Other(3)	7

*RE-ADVERTISEMENT*	5/2/2019	8/7/2019	OWS(1); SCSWS(1); IP(1); DEW(1); Other(3); [Hire = Other]	7
Director of Engineering				
Chief Content Officer	9/26/2018			
Engineering Maintenance Manager III	8/23/2018	7/8/2019	OWS(1); IP(1); Media(1); SCSWS(2); Other(1); [Hire= SCSWS]	6

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Note: Counts of persons interviewed includes the person hired.

^ See attached list of Recruitment Source abbreviations and additional information

\* The attached Referral Source mailing list is also notified in recruitment for indicated positions

## **Long Term Recruitment Initiatives** **for the Period August 1, 2018 to July 31, 2019**

Please note that this report includes descriptions of the long-term initiatives completed for the period ending July 31, 2019, in order to demonstrate compliance with the initiative requirements of the FCC's rules.

Educational Television Network/ Educational Radio Network (hereafter referred to as ETV/ERN) is served by a Human Resources office and recruiting unit located in the central headquarters in Columbia. Managers in the regional radio and television stations, all of which have less than five employees, are involved in recruitment/employment activities for their individual stations and where appropriate, general recruitment efforts for the agency as a whole. The agency has undertaken the following initiatives to ensure outreach to the community and its diverse constituents:

### **Internship Programs**

- ETV has an ongoing non-paid internship program for students of Universities and Colleges in the state and provides community service opportunities to local high school students. seven students participated during the reporting period.
- ETV has a paid endowment internship each summer; eight college students participated during this reporting period in television or radio departments.

### **Agency Training to Management Level Personnel on methods of ensuring EEO and Preventing Discrimination**

- Over thirty-six managers/supervisors participated in an all-day Discrimination and Harassment Training. This training was designed to educate managers and supervisors on their responsibilities on preventing Harassment and Discrimination through ETV policy review, Federal Laws, and hypotheticals.
- In May, 2019, employees were provided a Diversity Training Program. "*Ensuring a Climate of Mutual Respect*". The training was designed to familiarize employees/supervisors with benefits and challenges of a diverse workplace, and the importance of communication styles. Nineteen employees attended the Diversity workshop.

### **Participation in Events/Job Fairs**

- ETV participated in six job fairs, one held at University of South Carolina during early Fall of 2018, the second was at Furman University on September 27, 2018, the next was held at SC Works on November 08, 2018. The first Spring job fair was held at SCBA: National Guard Armory April 3, 2019, the second Spring job fair was also held at Columbia College on April 11, 2019, and the third Spring Job Fair was at the National Guard Armory for Veterans and their families on April 23, 2019

### **Participation in community events such as career days, workshops and similar activities**

- ETV routinely provides shadowing opportunities for interested grade school students. We had eight local students participate.
- Staff represented ETV at six Career Day/Mentor events throughout the state.
- The 60th anniversary of South Carolina ETV (SCETV) was a statewide celebration, encompassing four months and nine different events, culminating in a signature event – SCETV’s Diamond Jubilee where over one thousand people was in attendance.
- In an effort to shine a light on issues affecting women throughout the state and nation and recognize trailblazing women leaders that have made an impact in South Carolina, SCETV created “[Women Vision SC](#)”

More than just a television program, “Women Vision SC” was a multi-platform project, which aired on various mediums a few weeks short of the 100th anniversary of the 19th Amendment being passed by Congress.

In fall 2018, viewers and listeners throughout the state were invited to nominate women of vision. In all, 75 women were nominated, and a panel narrowed the field to 11.

Among the 11 honorees were South Carolina’s first female Chief Justice Jean Toal and former Superintendent of Education Inez Tenenbaum. The “Women Vision SC” initiative is expected to continue next year with a new batch of honorees.

- SCETV partnered with local organizations in Beaufort to host several events in conjunction with the debut of the documentary film “Reconstruction: America after the Civil War.”

In addition to a screener event and lively panel discussion featuring renowned historian Dr. Henry Louis Gates, Jr., SCETV’s Education team also hosted a Virtual Classroom event with Dr. Gates, allowing teachers across the state to submit questions live. The Virtual Classroom was attended by local students and helped promote “[Reconstruction 360](#)” – a new web and mobile application featuring videos and short films about the crucial era in American history.

#### **Other activities that further the goal of increasing ETV and job awareness**

- ETV distributes job listings to approximately 57 diverse local and national organizations/websites and an additional two persons via traditional mail and email.
- ETV’s central headquarters in Columbia gave 18 tours of the facility to various groups, which also included students from area schools, state and county agencies, churches and community groups. Approximately 1450 people to include the over one- thousand people that came out to celebrate our 60<sup>th</sup> Anniversary, students, community leaders and senior citizens visited ETV during these tours.
- ETV’s Upstate Facility gave two tours to parents and prospective Journalism students approximately 50 people total.

- ETV's Beaufort Facility gave one tour to Low Country Homeschoolers.
- ETV annually reports minority-hiring statistics to the South Carolina State Human Affairs Commission, and as such, has an Affirmative Action Plan and goals for minority recruitment.
- ETV, in accordance with FCC and State Human Affairs Commission requirements, maintains reportable data on employment activities.
- During the 2018-19 school year, SCETV's Education team made a significant impact, training nearly 5,000 individuals in pre-K-12 and higher education entities across the state. The team also managed 257 wireless hotspots at afterschool and early learning sites.
- In addition to these external activities, the team utilized its online platforms, such as [Learning Why](#) and [Knowitall.org](#), to equip teachers with valuable resources.
- Covered positions are posted on the State of SC Agency Website to which ETV's home page is linked.
- ETV advertised a request for community groups to become members of its job opening distribution list and identified the agency as an Equal Opportunity Employer on its television stations 260 times during the period of August 1, 2018 through July 31, 2019. ETV also runs Radio spots daily (365) which define the organization as an equal opportunity employer and request community groups to become members of its job opening distribution list.

# Recruitment

## Recruitment Type Abbreviation

College Recruitment --Coll  
SC Department of Employment and Workforce --DEW  
Field Recruitment --Field  
High School Recruitment --HS  
Internal Posting --IP  
Newspaper Advertisement News—NAN  
Media-M  
Other --Other  
Other State Agency --OSA  
Other Web Site OWS --(List of Referral Organizations on Site)  
Radio Advertisement-- Radio  
Recommended by State Employee-- Emp  
SC Broadcasters Association --SCBA  
SC ETV Web Site --ETVWS  
State Web Site --SCSWS  
SC ETV Endowment-End  
Tech School Recruitment --Tech  
Television Advertisement --TV  
Trade Journal Advertisement --Journ  
Univ. of South Carolina --USC  
Unsolicited Application --Unsol

## **\*Job Referral Sources Who Receive Email and/or Mail Job Postings, or Have Jobs Entered on Their Sites from ETV**

Aiken Technical College  
One Stop Career Center  
P.O. Drawer 696  
Aiken, SC 29802-0696  
Bus: (803) 593-9231 ext. 1293  
[E-mail: placement@atc.edu](mailto:placement@atc.edu)

Anderson University  
316 Boulevard  
Anderson, SC 29621  
Bus: (864) 231-2075  
[Handshake: careerdevelopment@anderson.edu](mailto:careerdevelopment@anderson.edu)

Army Community Service  
Bus: (803) 751-5452  
[E-mail: Barbara.Martin@us.army.mil](mailto:Barbara.Martin@us.army.mil)

Benedict College  
1600 Harden Street  
Columbia, SC 29204  
Bus: (803) 806-3212  
[E-mail: johnsons@benedict.edu](mailto:johnsons@benedict.edu)

Charleston Southern University  
Career Planning & Student Employment  
P.O. Box 118087  
Charleston, SC 29423-8087  
Bus: (843) 863-8020  
[Handshake: thecareercenter@csuniv.edu](mailto:thecareercenter@csuniv.edu)

Claflin University  
Carolyn R. Snell, Director of Career Development  
700 College Avenue  
Orangeburg, SC 29115  
Bus: (803) 535-5338  
[E-mail: csnell@claflin.edu](mailto:csnell@claflin.edu)  
Howard Jackson, Coordinator of Special Programs  
Bus: (803) 535-5631  
[E-mail: howard.jackson@claflin.edu](mailto:howard.jackson@claflin.edu)



Coker College  
Director of Campus Life  
College Avenue  
Hartsville, SC 29550  
Bus: (843) 383-8035  
E-mail: [jnere@coker.edu](mailto:jnere@coker.edu)

College of Charleston  
Graduate School  
66 George Street  
Randolph Hall 310  
Charleston, SC 29424  
Bus: (843) 953-5614  
E-mail: [gradstud@cofc.edu](mailto:gradstud@cofc.edu)

Columbia International University  
P.O. Box 3122  
Columbia, SC 29230  
Bus: (803) 735-8343 ext. 3076  
E-mail: [sbryant@ciu.edu](mailto:sbryant@ciu.edu)

Columbia College  
1301 Columbia College Dr.  
Columbia, SC 29203  
E-mail: [acox@columbiasc.edu](mailto:acox@columbiasc.edu)

Columbia Urban League  
P.O. Box 50125  
Columbia, SC 29250  
Bus: (803) 799-8150  
E-mail: [cmcdonald@columbiaurbanleague.org](mailto:cmcdonald@columbiaurbanleague.org)

Converse College  
580 East Main Street  
Spartanburg, SC 29302  
Bus: (864) 596-9027  
E-mail: [careerservices@converse.edu](mailto:careerservices@converse.edu)

Erskine College  
1 Depot Street  
Due West, SC 29639  
Bus: (864) 379-8793/(864)379-8725  
E-mail: [payne@erskine.edu](mailto:payne@erskine.edu)

Newberry College  
2100 College Street

Newberry, SC 29108  
Bus: (803) 321-5149  
E-mail: [Mariah.gaughan@newberry.edu](mailto:Mariah.gaughan@newberry.edu)

Francis Marion University  
P.O. Box 100547  
Florence, SC 29501  
Bus: (843) 661-1676  
[E-mail: jsmith@fmarion.edu](mailto:jsmith@fmarion.edu)

Furman University  
3300 Poinsett Hwy.  
Greenville, SC 29613  
Bus: (864) 294-2106  
[Handshake: career.services@furman.edu](mailto:career.services@furman.edu)

Greater Columbia Community Relations Council  
P.O. Box 1360  
Columbia, SC 29202  
Bus: (803) 733-1130  
E-mail: [crcsupport1@comrelations.org](mailto:crcsupport1@comrelations.org)

Greater Public Organization  
[aleitch@greaterpublic.org](mailto:aleitch@greaterpublic.org)

Horry-Georgetown Technical College  
2050 Hwy. 501 E.  
Conway, SC 29526  
Bus: (843) 349-7813  
E-mail: [careerresourcescenter@hgtc.edu](mailto:careerresourcescenter@hgtc.edu)

KPLC TV  
Veronica Bilbo  
[E-mail: vbilbo@kplctv.com](mailto:vbilbo@kplctv.com)

Lander University  
320 Stanley Avenue  
Greenwood, SC 29649  
Bus: (864) 388-8243  
[E-mail: asmorgan@lander.edu](mailto:asmorgan@lander.edu)

Morris College Career Services Center  
Box 1072, 100 West College Street Brawley-Starks Building,  
Rooms 209-210  
Sumter, SC 29150  
Bus: (803) 934-3191 or (803) 934-3192

[E-mail: jclayton@morris.edu](mailto:jclayton@morris.edu)

National Educational Television Association (NETA)  
P.O. Box 500008  
Columbia, SC 29250  
Bus: (803) 799-5517  
[E-mail: mschuessler@netaonline.org](mailto:mschuessler@netaonline.org)

National Association of Black Colleges  
P.O. Box 3191  
Atlanta, GA 30302  
Bus: (404) 532-6136  
[E-mail: lojelks@aol.com](mailto:lojelks@aol.com)

National Association of Hispanic Journalists  
[E-mail: kolivas@nahj.org](mailto:kolivas@nahj.org)

North Greenville College  
2100 College Street  
Tigerville, SC 29688  
Bus: (864) 977-7137  
E-mail: [lahagin@ngc.edu](mailto:lahagin@ngc.edu)

Northeastern Technical College  
Career Center  
P.O. Drawer 1007  
Ingram Hall, Building 300  
Cheraw, SC 29520  
E-mail: [lpeterkin@netc.edu](mailto:lpeterkin@netc.edu)

Orangeburg Calhoun Technical College  
3250 St. Matthews Road  
Orangeburg, SC 29118-8299  
Bus: (803) 536-1373  
E-mail: [wrc@octech.edu](mailto:wrc@octech.edu)

Piedmont Technical College  
P.O. Box 1467  
Greenwood, SC 29648  
E-mail: [rosenbaum.d@ptc.edu](mailto:rosenbaum.d@ptc.edu)  
Bus: (864) 941-8377

Presbyterian College  
503 South Broad Street  
Clinton, SC 29325  
Bus: (864) 833-8380  
E-mail: [aalong@mail.presby.edu](mailto:aalong@mail.presby.edu)

Public Media Business  
Association  
E-mail: [swood@pmbaonline.org](mailto:swood@pmbaonline.org)

Recruiting Solutions  
E-mail: [mgerman@recruiting](mailto:mgerman@recruiting)  
[solutionsonline.com](http://solutionsonline.com) &  
[ccarecruitingsolutionsonline.com](http://ccarecruitingsolutionsonline.com)

SC Dept of Employment & Workforce  
P.O. Box 567  
700 Taylor Street  
Columbia, SC 29202  
[iguyton@dew.sc.gov](mailto:iguyton@dew.sc.gov)

SC Broadcasters Association  
One Harbison Way Suite 112  
Columbia, SC 29210  
Bus: (803) 732-1186  
[E-mail: scba@scba.net](mailto:scba@scba.net)

SC Human Affairs Commission  
2611 Forest Drive, Suite 200  
Columbia, SC 29204  
Bus: (803) 737-7809  
[E-mail: lgdean@schac.sc.us](mailto:lgdean@schac.sc.us)

SC Legislative Black Caucus  
207 Soloman Blatt Building  
Columbia, SC 29211  
[E-mail: director@sclbc.com](mailto:director@sclbc.com)

South Asian Journalists Association  
[E-mail: saja@columbia.edu](mailto:saja@columbia.edu)

South Carolina ETV (website and internal postings)  
1041 George Rogers Boulevard  
Columbia, SC 29201-4761  
Bus: (803) 737-3200  
[www.scetv.org](http://www.scetv.org)

South Carolina State University  
Career Services  
601 MLK Jr. Avenue

Post Office Box 7068 Orangeburg, SC 29117

Bus: (803) 536-7033

E-mail: [careercenter@scsu.edu](mailto:careercenter@scsu.edu)

Southern Wesleyan University

Central, SC 29630

Bus: (864) 644-5133

E-mail: [epate@swu.edu](mailto:epate@swu.edu)

Spartanburg Technical College

P.O. Box 4386

Spartanburg, SC 29305

Bus: (864) 591-3820

State of South Carolina Job Web Site

(Job listing from all SC state agencies)

[www.state.sc.us/jobs](http://www.state.sc.us/jobs)

WLOX

Wilma Peters

E-mail: [wpeters@wlox.com](mailto:wpeters@wlox.com)

Tri-County Technical College

P.O. Box 587

Highway 76

Pendleton, SC 29670

Bus: (864) 646-1577

E-mail: [bwiley@tctc.edu](mailto:bwiley@tctc.edu)

USC Career Center

6th Floor, Close Building

Columbia, SC 29208

Bus: (803) 777-7994

Handshake: [june@sc.edu](mailto:june@sc.edu)

USC - Salkahatchie

P.O. Box 617

Allendale, SC 29810

Bus: (803) 584-3446 ext. 116

E-mail: [pattyw@gwm.sc.edu](mailto:pattyw@gwm.sc.edu)

WNSC-TV

P.O. Box 11766

Rock Hill, SC 29731

Bus: (803) 324-3184

WRET-TV  
P.O. Box 4069  
Spartanburg, SC 29305-4069  
Bus: (864) 503-9371

WRJA-TV  
18 N. Harvin Street  
Sumter, SC 29150  
Bus: (803) 773-5546

York Technical College  
452 South Anderson Road  
Rock Hill, SC 29730  
Bus: (803) 327-8052  
[E-mail: cimino@yorktech.edu](mailto:cimino@yorktech.edu)

Williamsburg Technical College  
Kingstree, SC 29556  
Bus: (843) 355-4162  
E-mail: [lynchn@wiltech.edu](mailto:lynchn@wiltech.edu)

Wofford College  
429 North Church Street  
Spartanburg, SC 29303-3663  
Bus: (864) 597-4260

WALB  
Don Norman  
E-mail: [don.norman@walb.com](mailto:don.norman@walb.com)

College of Charleston  
Office of Career Services  
66 George Street  
Charleston, SC 29424  
Bus: (843) 953-5674  
E-mail: [careercenter@cofc.edu](mailto:careercenter@cofc.edu)

Midlands Technical College  
PO Box 2408  
Columbia, SC 29202  
E-mail: [walkerd@midlandstech.edu](mailto:walkerd@midlandstech.edu)

\*\*\*\*Two Private Citizens receive mailed postings

\*\*\*\*This list was reviewed and updated in early summer of 2019 to review individuals and groups who had requested receipt of postings and their continued interest and contact methodology.